

## **Traffic Engineering Application**

## Development Services Department

90 E. Civic Center Dr. Gilbert, AZ 85296 (480) 503-6700-Phone (480) 497-4923-Fax www.gilbertaz.gov

## A Community of Excellence

within the Town.\*

	Permit Nu	imber_1 KF
	Engineering	g Permit Number ENG
Project Name/Subdivision		
Address		
		and
Owner (Name)		
(Address)		
Contractor Performing Work (Name)		(Phone)
(Address)		
_		
Contact PersonSig	nature	Phone No
Place check mark(s) for Type of Project	(s) *Work On/Near Zone Permit*	r A Roadway Requires Traffic Control/Work
☐ Traffic Striping	☐ Traffic Signal	☐ Traffic Calming Device
☐ Traffic Signing	☐ Oversize Load	8
*Need Range Numbers? Yes or No	☐ Haul Route	☐ Traffic Control/Work Zone *See Checklist for Traffic Engineering Projects
Description of work		*See Checklist for Traffic Engineering Projects
1. Permit will not be issued until a signed a LICENSE IS REQUIRED.	application and fees hav	ve been collected. A STATE CONTRACTOR'S
and Auto liability with the Town of Gill	bert as <u>ADDITIONAL I</u>	<u>CE</u> for a minimum of \$1,000,000.00 General liability <u>INSURED</u> . Contractor must turn in a copy of C of I oads and Haul Routes not associated with a project

- 3. Permits require one (1) set of documents. See Checklist for Traffic Engineering Projects Sheet for details.
- 4. If CLOSING A ROAD Complete attached Request for Road Closure forms.
- 5. If Applying for a HAUL ROUTE Permit complete attached Dirt Haul Requirements Sheet.
- 6. SUBMITTALS THAT DO NOT MEET THE ABOVE-MENTIONED CRITERIA MAY EXPERIENCE DELAYS IN APPROVAL.

\*\*\*\*I REQUEST THAT GILBERT PERFORM ALL NECESSARY INSPECTIONS RELATED TO GRANTING THIS PERMIT\*\*\*\*\*

#### TOWN USE ONLY

(4/4/2013)

Inspector	
Approved By	
Permit Fees \$	

## **CHECKLIST FOR TRAFFIC ENGINEERING PROJECTS**

## **Traffic Control/Work Zone:**

Traffic Engineering Application Certificate of Insurance Traffic Control Plan Application Traffic Control Plan

#### **Amendments to Existing WorkZone Permits:**

• Fax or Email (<u>traffic.workzones@gilbertaz.gov</u>) the <u>New</u> Traffic Control Plan Application and Traffic Control Plan (with the <u>Existing</u> Work Zone Permit Number on the Traffic Control Plan) <u>to (480) 503-6170.</u> DO NOT COMPLETE ANOTHER TRAFFIC ENGINEERING APPLICATION.

### **Road Closure:**

Traffic Engineering Application
Certificate of Insurance
Traffic Control Plan Application
Traffic Control Plan
Request for Road Closure Application
Must be submitted 20 days prior to the proposed Road Closure

## **Haul Route:**

Traffic Engineering Application
Certificate of Insurance
Copy of Approved County Dust Control Permit
Traffic Control Plan Application
Traffic Control Plan
Haul Route Application

- Computerized Generated Drawing showing Proposed Route with Street Names
- Truck Crossing

## <u>Traffic Striping, Signing, Signal, Calming Device, Signal Interconnect,</u> Oversize Load:

Traffic Engineering Application
Certificate of Insurance

Computerized Generated Drawing showing Proposed Route. (Oversize Load only)

In order to provide excellent service to the town of Gilbert's customers, each submittal shall meet the minimum requirements as listed on this form, or your submittal will not be accepted by the Community Development staff.

<b>Customer/Authorized Agent signature:</b>	Da	te:



# **Traffic Control Plan Application**

## Development Services Department

90 E. Civic Center Dr. Gilbert, AZ 85296 (480) 503-6700-Phone (480) 497-4923-Fax www.gilbertaz.gov

## A Community of Excellence

LIVEW ATTRICATION LINE IN	SED APPLICATION   REVISED TRAFFIC CONTROL PLAN			
	TRF			
Contractor Information Company Name				
Di #	Fax #:			
Contact Person:	Phone #:			
Foreman:	Cellular #:			
Parrianda Company	Name:			
Barricade Company Information	ivanie.			
Phone #:	Fax #:			
TCP Prepared By:	Contact #:			
Location Information	On Road:			
At/From:	IO:			
Estimated Start Date: Hours of Operation:	Estimated End Date:			
□ 24-Hour	□ Non-Peak 8:30am-3:30PM			
☐ Nighttime	Other			
Approval Information	L Approved W/Changes Noted			
I_  Approved ☐ Denied	d as Submitted ☐ Approved W/Changes Noted ☐ Gilbert Police Officer Required			
Reviewed By:				
	erholm 480-226-6466			
Signature of Town Official Reviewing Traf	fic Control Plan Date			
Signature of Town Official Reviewing 2.00	fic Control Plan			
Approval of this plan is based upor	n the information obtained at the time of the submittal. Approval of			
	actor of their responsibility to maintain the workzone/jobsite in a safe			
	lay, the contractor shall ensure that all excavation is properly marked			
	control devices that are no longer needed are removed from the Town's			
right-of-way.	Ulition devices that are no longer needed are removed at a series			
· ·	s are required whenever construction activity is occurring within 300 feet of a			
signalized intersection, in right-of-way, Public Utility Easement or when required by the Traffic Engineer. All requests are				
to be made to the Police Department at least 5 business days prior to the anticipated start date of construction. Police				
	ne Town of Gilbert Extra Duty Police Request Line at 480-635-7194.			
www.gilbertaz.gov/eForms/police/frmoff[	<u>Duty.cfm</u>			
	DO NOT WRITE BELOW THIS LINE			
Permit Number:				
Comments:				
<u> </u>				

## **REQUEST FOR ROAD CLOSURE**

1.	Date of Request:
2.	Location:
	Street Name:
	Between: and
3.	Reason for Closure:
4.	Contractor: Phone:
5.	Related Project:
6.	Requested Dates of Closure:
	a. Beginning date Ending Date
7.	Type of Setup Requested:
	☐ Full-time setup (24 hours per day)
	Daytime only from: a.m. to p.m.
8.	TRAFFIC CONTROL PLAN MUST BE ATTACHED TO THIS APPLICATION.
9.	This section to be completed by the Traffic Engineering Section:
Da	ites of closure approved by Traffic Engineering Section:
	1. Beginning on and ending on
Ту	pe of Setup Approved:
	☐ Full-time setup (24 hours per day)
	Daytime only from: a.m. to p.m.



## Development Services Department

90 E. Civic Center Dr. Gilbert, AZ 85296 (480) 503-6700-Phone (480) 497-4923-Fax www.gilbertaz.gov

#### 10. This section to be completed by the Town of Gilbert:

Approved By Traffic Engineering:	
Gilbert Traffic Engineer	
90 E. Civic Center Dr	Emergency Access Maintained ☐ Yes ☐ No

#### 11. The Applicant is responsible for gathering the following signatures:

(Do not obtain Signatures <u>prior</u> to Approval of Traffic Control Plan and Traffic Engineering Application)

#### Gilbert Public Schools Transportation Director

140 S. Gilbert Rd

#### **Chandler Unified School District Transportation Director**

200 S. Hamilton St, Chandler (if effected)

#### **Higley Unified School District Transportation Director**

2140 S. Higley Rd, Gilbert (if effected)

#### **Private and Charter Schools Administration**

(in effected area)

**U.S. Post Office** 

Effected Area Branch Manager

#### **Gilbert Community Services Department**

90 E. Civic Center Dr.

#### Gilbert Fire Marshall

85 E Civic Center Dr

#### Gilbert Chief of Police

75 E Civic Center Dr

#### Valley Metro

Email address: tcollins@valleymetro.org Phone number: 480-924-6653 ext 242.

#### NOTE:

#### Request for Road Closure must be submitted 20 days prior to the proposed Road Closure.

A traffic control plan by an ATSSA-certified company must be submitted with this application. This plan shall show all signs (including the advance information signs) to be used during the requested road closure.

Information signs must be posted ten (10) days in advance of the closure date. A Traffic Control Plan is required showing the locations of all barricades, information/warning signs and detour signs.

The **contractor** shall be responsible for managing the road closure **at all times** (rain or shine).

A **14' Through Access Lane** for Emergency Vehicles shall be maintained **at all times**. (unless otherwise approved by the Traffic Engineer)

#### TOWN OF GILBERT DIRT HAUL REQUIREMENTS

#### TRAFFIC ENGINEERING

This form must be completed, signed and returned with the permit application.

1.	identified by name.
2.	Haul routes shall avoid any streets that have active and ongoing work zones.
3.	Total quantity of material to be hauled:
4.	Number of trucks used in haul:
5.	Estimated cycle time of trucks:
6.	Hauls will only be allowed between the hours of 8:30am and 3:30pm Monday thru Friday with the exception of Town observed holidays.
7.	Describe proposed method of dirt and dust control:
8.	Describe source of water supply:
9.	Approved grading permit number
10.	Attach a copy of the Approved County dust control permit.
11.	Contact Name:
12.	24-hour contact phone number:
13.	All trucks must be covered with a tarpaulin per Maricopa Air Pollution Control Regulations sec. 311.2 paragraphs B and C.
14.	A stabilized Construction entrance and exit will be required per Maricopa Air Pollution Control Regulations sec. 310.
15.	A water truck and "street legal" sweeper is required at both import and export sites during hauling hours.
16.	Attach traffic control plan.
17.	All hauls will require a pre-construction meeting. Any additional requirements will be discussed at this time. (public notification, police officers, sidewalk sweeping, truck wash racks, etc).
traffic co	dersigned, understand and agree that any deviation from the approved haul route and/or the ontrol plan will void all permit(s). I also understand that I am to provide a copy of the approved the plan to each driver to keep in their vehicle at all times.
Signatu	re of Contractor Representative Date

Date

Signature of Traffic Engineering Representative



## **Traffic Engineering**

# Development Services Department

90 E. Civic Center Dr. Gilbert, AZ 85296 (480) 503-6700-Phone (480) 497-4923-Fax www.gilbertaz.gov

# TEMPORARY TRAFFIC CONTROL / WORK ZONE REQUIREMENTS

A work zone is any area within the public right-of-way where any type of work is being performed. Requirements for temporary traffic control become more restrictive the closer the work is to traffic.

The Town of Gilbert has adopted by ordinance #1798, Manual on Uniform Traffic Control Devices (MUTCD) as a standard.

Town of Gilbert Ordinance Section 10-5 (b) states as follows:

- 1. "Traffic control plans. A permittee shall submit a traffic control plan application to the town's traffic engineer at least two business days prior to the proposed start date of construction activities. The traffic control plan application must include a traffic control plan. The traffic control plan must be designed and submitted by a certified member of the American Traffic Safety Services Association (ATSSA)
- 2. Traffic control manual. The town designates the MUTCD as a public record and hereby adopts the MUTCD three copies of which are on file in the town clerk's office as the town's official traffic control manual for construction work zones with the following changes:
  - a. Arrowboards are required for all lane closures on arterial streets.
  - b. Lane closures on arterial streets are not permitted between 5:30am and 8:30am or between 3:30pm and 7:00pm unless previously approved by the Traffic Engineer.

A permit is required for all work zones within the town's right-of-way. A Traffic Control Plan Application along with the Traffic Control Plan shall be submitted with the Traffic Engineering Application. The Traffic Control Plan Application shall have the contractor's <u>proposed</u> dates of construction activity (start and end). The Town will determine during the course of its review of the traffic control plan and application, if the <u>proposed</u> location is available during those dates. After permit has been approved and issued, a pre-construction meeting will be required with the contractor, the contractor's traffic control provider, and a member of the traffic engineering staff. At that time <u>specific dates</u> for construction activity will be determined.

The normal review time for a Traffic Engineering Application is 48-hours. (Request for Road Closure must be submitted <u>20 days prior</u> to the proposed Road Closure). If the Traffic Engineering Application is submitted on a Friday or a legal holiday, the review time will not begin until the following business day.

The contractor and the traffic control provider will be responsible for keeping an approved copy of the traffic control plan and the permit on-site at all times during construction.

The <u>contractor</u> will be responsible for advising the Traffic Engineering Section if a date extension will be required regarding an existing permit. This will be done <u>2 business days in advance</u> by calling 480-503-6186. Road Closure extensions require <u>15 business days advance</u> notice. If no contact is made and the traffic control plan expires, delays may ensue until the permit and traffic control plan can be reviewed further.

\_

The contractor will be responsible for providing the following information to the Traffic Engineering Section:

- 24-hour emergency contact that can respond for issues after hours;
- Who will be resetting the traffic control devices (AM and PM)
- Who will be maintaining the traffic control after hours
- A copy of a Maricopa County Dust Control Permit (if applicable)

If an unpaved diversion is being used, a water truck and street legal sweeper shall be on-site at all times. 24-hour, 7day maintenance of the diversion is required.

If the contractor will be installing traffic control devices on an arterial street, an ATSSA certified Traffic Control Supervisor shall be on-site directing the operation at all times.

#### **FLAGGING / USE OF FLAGGERS**

If flagging is to occur on any street, the contractor shall use ATSSA certified flaggers or extra-duty Town of Gilbert Police Officers.

#### **HAUL ROUTES**

Haul routes require the issuance of a Haul Route permit (see attached). Haul routes are considered work zones and have the same requirements

#### **ROAD CLOSURES**

Road closures should make appropriate accommodations for residential and fire access. Contractors requesting a road closure are required to complete the following:

- 1. Request for Road Closure (attached)
- 2. Traffic Control Plan and Application (attached)
- 3. Traffic Control / Work Zone permit application (attached)
- 4. Fire access route plan
- 5. 10-day advance notification for street users posted in the area of the closure (placement to be determined at pre-construction meeting).

A pre-construction meeting will be required with the contractor, the contractor's traffic control provider, and a member of the traffic engineering staff. To schedule a pre-construction meeting call the Traffic Engineering Section at 480-503-6186.

The request for road closure and the traffic control plan are to be submitted to the town for review 20 days prior to the proposed road closure.

Any questions, contact the Traffic Engineering Section at 480-503-6186.